



Sullivan County

Planning and Community Resources Committee

100 North Street
Monticello, NY 12701

Meeting Agenda - Final

Chairman Matt McPhillips
Vice Chairman Terry Blosser-Bernardo
Committee Member Luis Alvarez
Committee Member Catherine Scott
Committee Member Joseph Perrello

Thursday, July 10, 2025

11:00 AM

Government Center

Call To Order and Pledge of Allegiance

Roll Call

Comments:

Reports:

1. Division of Planning [ID-7576](#)
Attachments: [June 2025](#)
[May 25 AG report](#)
2. Division of Community Resources [ID-7569](#)
Attachments: [2025 PandCR July Report](#)

Discussion:

1. Housing Trust Fund [ID-7577](#)
Attachments: [Rental New Construction Draft Packet](#)
[Rental Rehabilitation Draft Packet](#)

Public Comment

Resolutions:

1. TO ABOLISH THE RSVP ADVISORY COUNCIL AND AUTHORIZE
CONVERSION OF EXISTING COUNCIL FUNDS TO SUPPORT THE
SULLIVAN VOLUNTEERS FUNDRAISING COMMITTEE [ID-7552](#)
Sponsors: Office for the Aging and Deoul

2. TO AUTHORIZE A MODIFICATION OF RESOLUTION NUMBER 268-25 ADOPTED ON JUNE 19, 2025. [ID-7572](#)
Sponsors: Office for the Aging and Deoul
3. To authorize an application for funding to write a County Comprehensive Plan. [ID-7573](#)
4. Modify a contract with Fisher Associates for design and engineering services at the D & H Canal Linear Park. [ID-7578](#)
5. To authorize execution of an Information Sharing Agreement with the U.S. Department of Homeland Security / Federal Emergency Management Agency, Federal Insurance and Mitigation Administration(DHS/FEMA/FIMA) to review National Flood Insurance Program (NFIP) policy and/or claims information to assist with the update to the Sullivan County All Hazard Mitigation Plan at no cost to the County, and to designate Tetra Tech as the required third party to be granted access for the purpose of updating the plan. [ID-7581](#)

Adjourn



Sullivan County

Legislative Memorandum

100 North Street
Monticello, NY 12701

File #: ID-7576

Agenda Date: 7/10/2025

Agenda #: 1.



DIVISION OF PLANNING, COMMUNITY DEVELOPMENT & ENVIRONMENTAL MANAGEMENT

ACTIVITY REPORT

June 2025

CONTENTS

- I. Planning
- II. Sustainable Energy
- III. Parks, Recreation & Beautification
- IV. Grants
- V. Agriculture & Farmland Protection

I. PLANNING ACTIVITY

Land Use Planning & Technical Assistance:

GML – 239 Referrals					
Date Received	Date Requested	Project Name	Action Type	Referral ID #	Legislator
5/29/25	6/27/25	Tara Acres	Site Plan Review	THO25-12	Ward
5/30/25	6/20/25	Rosen	Use Variance	LUM25-02	Rajsz
6/11/25	6/18/25	PUD – Dist. No. 1 Hamilton Rd.	Adoption/Amendm ent of Zoning Map	MON25-08	Rajsz
6/12/25	7/2/25	Carlsen Major Subdivision	Subdivision Review	NEV25-02	B. McPhillips
6/16/25	7/9/25	Krasna	Site Plan Review	THO25-13	Ward

- Planning staff has scheduled a series of trainings on a wide range of topics for municipal board members so they can get their required 4 hours of Department of State Training. Unfortunately, the training to be provided by PACE University offering credits for board members and CLE's for attorneys had to be rescheduled (new date to be determined) due to an emergency conflict with the trainers. Pattern for Progress provided a successful training on housing on June 26th and the Department of State will be here August 28th. Staff continue to keep track of any future webinars from the Department of Environmental Conservation. Additionally, staff continues to develop a curriculum for virtual Webinar Watch Parties to provide alternate forums for training while also encouraging engagement amongst attendees.

Land Use, Strategic and Comprehensive Planning

- **Comprehensive Planning**
 - Planning staff is looking to submit a grant application to the NYS Department of State through the Consolidated Funding Application to undertake a comprehensive plan for the County. The last comprehensive plan, Sullivan 2020, is from 2005.
 - Planning staff will be assisting the Village of Bloomingburg submit an application for a comprehensive plan. The Village's current plan is unavailable and likely no longer reflects the community's vision. The grant narratives for both applications will connect them to highlight the need for both and avoid creating competing applications.
- **Water Resources and Infrastructure**
 - Planning consultant Delaware Engineering is making progress on the Countywide Infrastructure Assessment. Planning reviewed the first group of municipal summaries and is working with the consultant on consistency and content. All of the municipal summaries should be complete before end of June, and the County level summary will be in draft form by mid-July. Planning and consultant will work with Municipalities to ensure the work is accurate and useful.
 - Planning and Delaware Engineering with the US Water Alliance have developed a training program for system operators and municipal officials and relevant staff. Planning remains in contact as funding issues are monitored.
 - A separate scope of work was developed to obtain hydrogeologic expertise in relation to subsurface conditions throughout the County to assess the County's water resources. We are actively searching for potential funding sources for this study. Assessment of available funding sources and development of the scope of work are ongoing.
- **Hazard Mitigation Plan**
 - The contract with the County's consultant, Tetra Tech, has been executed. A kick-off meeting was held and an additional meeting with staff from New York State and AVAIL (developer of the MitigateNY online platform) has been scheduled.
 - Letters of commitment have been received from 20 out of 22 towns and villages. Efforts continue to secure commitments from the two outstanding municipalities. Engagement with the individual jurisdictions will begin this summer.
 - Staff continue to communicate with the NYS Department of Emergency Management and Homeland Security for the purpose of managing grant funding to offset the cost of this project.

Recreation, Quality of Life & Tourism-based Economic Development

- **Sullivan O&W Rail Trail**
 - The Town of Fallsburg awarded contracts with Sullivan Paving for construction and Alta and GPI for construction inspection.

- The Town of Fallsburg completed the grubbing. Ecological completed pro bono bat emergence survey to enable the removal of several trees that were not felled during regulatory window.
- The Town of Fallsburg issued an RFP and has identified a contractor to complete preliminary grading.
- A pre-construction meeting was held on June 20 with all construction contractors, construction inspection team, NYSDOT, and Sullivan County.
- The use and occupancy agreement between NYS DOT and the Town of Liberty for the Parkville extension is tied with the acquisition process for multiple parcels related to the rerouting of Route 17. The design is complete. The Town declared lead agency for SEQR and wetland survey will be extended to include the whole parcel.
- The Town of Rockland held a public meeting at the Livingston Manor Firehouse on May 20th at 6PM to share their designs with the public.
- Staff continue to participate in quarterly meetings of the O&W Rail Trail Alliance as well as regular meetings with the engineering firm and partner municipalities.
- The Alliance's ROAM took place the weekend of June 7th and 8th. While the 7th was rained out, participants on the 8th enjoyed the O&W section from Emma Chase School to the Mamakating Environmental Education Center.



Community Development & Revitalization

- **Housing Fund**
 - A draft of the program, application and scoring criteria for the Housing Fund are attached to this report. Should the Legislature wish to move forward the program must be adopted, a selection committee established, and a long-term revenue source identified.
- **Bicycle and Pedestrian Infrastructure Master Plan**
 - The plan will focus on
 - Connecting community centers through biking and walking,
 - Identifying safe routes to reduce vehicle trips, and
 - Helping disadvantaged residents overcome transportation barriers.

- The steering committee is continuing to meet quarterly; and various stakeholder discussions and community outreach has been completed.
 - The community input survey launched on May 1st and has received 250 responses as of June 17th.
 - A page on the County website was created to keep people informed on the progress and highlight participation opportunities.
-
- **RESTORE NY Round 7**
 - The County is working with RUPCO and the Sullivan County Land Bank to navigate a significant increase in the cost of construction based on the latest cost estimates. RUPCO, which is the developer, has identified a path forward to reduce costs as well as to address site contamination via the NYS Brownfields Cleanup Program. A meeting with ESD has been requested and is in the process of being scheduled.

Administration

- Met with the new President/CEO of the Sullivan County Visitors Association to discuss various County and SCVA initiatives and identify opportunities to work together.
- Continued providing significant support to the County's "Catskill Open Access Network" broadband deployment project/MIP Grant administration. Several key developments happened in the month of June including ESD Board approval and receipt of the draft grant disbursement agreement for review. Additionally, a press conference was held on June 12 at Bethel Woods for the official "ground breaking" of the project.
- Presented to the 2025 Leadership Sullivan class, hosted by the Chamber Foundation
- Attended the Electrical Trade Graduation
- Submitted 2026 Operating Budget request
- Attended REAP Board meeting – the Board is working on reorganization as several directors are no longer able to serve.
- Attended the pre-construction meeting for the Neversink Crossing project
- Met with the Open Space Institute to discuss progress on the acquisition of a parcel for the O&W Rail Trail in the Town of Mamakating.
- Attended monthly meeting of the Sullivan County Land Bank
- Met with representatives from the Town of Tusten to discuss housing.

II. OFFICE OF SUSTAINABLE ENERGY (OSE)

- The approval process for CleanPath NY, a high voltage transmission line to be constructed underground along the Marcy South line, remains paused as NYPA awaits a determination from the Public Service Commission on its application to designate the corridor as a Priority Transmission Project.
- OSE staff are following the development of Town Line solar, a utility scale solar and battery storage development in the Towns of Thompson and Forestburgh. The Department of Public Service has established a master matter number which allows staff to track the project through the state review process. An initial meeting was held with the Town of Thompson and Town of Forestburgh to discuss plans for accessing intervenor funds when they become available.
- The Goodyear Lake hydroelectric project should start generating credits to the County as of the end of June.
- Staff continue to work toward updating and compiling information for recertification as a Climate Smart Community
- OSE staff have continued to review monthly utility statements, and to work with NYSEG and DPW staff to resolve ongoing issues with meter readings and monthly billings. We have reached out to correct billing on several accounts.
- OSE continues to document the County's progress toward reducing energy usage and greenhouse gas emissions while also identifying future clean energy project opportunities.

III. PARKS, RECREATION & BEAUTIFICATION

- Callicoon Park: A Cultural Resource Survey has been completed for the remainder of the park property. Results have been submitted to New York State Historic Preservation Office for determination and Fisher Associates are completing the required SEQR paperwork.
- Lake Superior opened daily beginning June 21st. Season Passes for Lake Superior are on sale for Sullivan County Residents. Passes are \$15.00 per person.
- Several presentations have been set up at the D&H Canal Interpretive Center for the celebration of the 200th Anniversary of the D&H Canal ground breaking. John Conway discussed the "Economic impact of the D&H Canal" June 22, "Post Cards of the D&H Canal" presented by Bill Merchant on July 12th, "The D&H Canal: Port Jervis to Phillipsport" presented by Cliff Robinson on August 16th and various history walks during the Fall. All events are free.
- We have received approval to build the approximate 3-miles of primitive trail on the West side of Lake Superior State Park. This phase I of 3 trail will begin at the Dam Area Park on Dr. Duggan Road and go to Pucky Huddle Road.
- A portion of the D&H Canal trail has had to be closed due to flooding.
- The department has been hosting Lifeguarding Certification courses at the Fallsburg High School indoor pool.
- Sullivan County has been awarded \$25,000 in funding as part of the NYS SWIMS Grant. The funding is divided up between Sullivan County and six local municipalities who are eligible to receive reimbursable funding to offset costs for marketing campaigns to recruit lifeguards, participate in available lifeguard training and certification opportunities for lifeguards, and hire certified lifeguard staff to address staffing gaps to sustain current hours or expand existing hours at their respective swim facilities.

IV. GRANTS ADMINISTRATION (DGA)

- **Activity/Technical Assistance**
 - **Resource Requests:** DGA received three funding resource inquiries since the end of May. Requests included inquiries related to recycling bin acquisition for school systems, home repair, and transportation funding for a local not-for-profit.
 - **Community Workshop:** Two Grant Workshops were held on Monday, June 9. This workshop offered a high-level overview of grants and summary of New York State resources available in 2025. 47 members of the community representing small businesses, not-for-profits and municipalities attended. A feedback survey was provided to participants. Mid-Hudson News reported on the workshop and the link to access is: [Sullivan County Grant Workshops](#)
 - **CFA Alerts:** DGA published the 2025 Consolidated Funding Application (CFA) Alerts for Commissioners and Department Heads, as well as for outside community entities. The Alerts provide a high-level summary of funding programs available through New York State this year, with a focus on the CFA resources. Alerts were distributed internally, and the community-facing document is available on the DGA website.
 - **Addressing Grant Resolution Questions:** In response to an increased number of requests for assistance in drafting resolutions, the Department of Grants Administration developed a Grants Resolution Training Module and Resolution Checklist tool. These resources were sent to Commissioners, Department heads and elected officials on May 21.
 - **Refresher Training:** As part of its strategy to enhance grant capacity and maintain solid internal controls, DGA staff has prepared a Grants Best Practices Training *refresher webinar* for County staff to review on an annual basis, and is endeavoring to release the module this summer via the County-wide training portal.
 - Assistance has been provided to departments requiring support with the grant process. Of note:
 - *District Attorney*
 - DGA staff met w/ District Attorney Special Assistant. Staff has completed Grants Best Practice training and meeting w/ DGA staff as necessary to address any questions on existing grants, processes, etc. and remains on standby to offer support as needed.
 - *Health and Human Services:*
 - The Social Services Family Visitation Space Upgrades project is still undergoing financial review by DASNY. Information required for Financial Review was submitted and currently under review by DASNY staff. Recent correspondence w/ DASNY indicated they have sent the grant for Final Sponsor Approval and reply is anticipated by mid-July in order to issue the Grant Disbursement Agreement. We await the final approval and Grant Disbursement Agreement from DASNY for execution prior to incurring any project costs.
 - DGA staff continues to provide support to Public Health staff related to monitoring of funding programs.

- *ITS:*
 - DGA staff is on standby to provide appropriate grant-related technical assistance as needed for the NYS ESD Municipal Infrastructure Program (MIP). Staff currently attend regular meetings and review grant-management related documentation upon request, as needed. DGA staff was grateful to be invited to the MIP Press Conference on 6/12 at Bethel Woods Center for the Arts.
- *Planning:*
 - DGA staff has been attending Hazard Mitigation Plan status update meetings and will remain on standby to assist as needed.
 - DGA staff is prepared to support and track the submission of the 2025 Smart Growth Community grant application through the CFA. DGA Supervisor working w/ division's Planner to accomplish a timely submission requesting funding to update the County Comprehensive Plan. CFA submissions are due July 31st unless otherwise noted.
 - DGA staff has been assisting Parks and Rec staff with the development of reporting tools for grant management of the NYS Department of State SWIMS program. Staff will remain on standby to assist as needed as the award letter and IMAs are finalized and executed.
- *Public Safety:*
 - FY2024-2025 NYS DHSES Statewide Interoperable Communications (Targeted Grant Program) – DGA staff assisted OEM / E911 in accomplishing a timely submission. Funding will support/upgrade communications infrastructure and radio equipment to support the development of a regional interoperability communications system, as the Division of Public Safety seeks to improve public safety communications and to support and enhance statewide interoperable communications for first responders.
 - SFY2025 NYS DHSES Next Generation 911 (NG911) Grant Program – DGA staff assisted OEM /E911 in accomplishing a timely submission. Funding would be used to enhance Next Generation 911(NG911) call handling technology and integrations for the primary and backup Public Safety Answering Points (PSAP) centers to prepare for NG911 implementation.
 - FY 2024 Staffing for Adequate Fire and Emergency Response (SAFER) - DGA staff is working w/ OEM / Fire Bureau staff to address the development and subsequent submission of the SAFER grant application due for submission no later than July 3rd. Should funding be secured, it will support the Recruitment and Retention efforts of the Bureau of Fire/Join Sullivan Fire Campaign through various marketing techniques, therefore enhancing our campaign strategy; funding will also support the implementation and coordination of recruitment and retention efforts.

- *Human Rights Commission:*
 - DGA staff met with the Director of the Human Rights Commission to offer support. A Grants Best Practices training was also provided, and staff is prepared to assist the Director with grant-related initiatives as needed.

V. AGRICULTURE & FARMLAND PROTECTION

- CCE May 2025 Ag report attached

TECHNICAL ASSISTANCE:**Technical Assistance/Inquiries: 274 Soil/Hay Tests: 5 Farm Visits: 4**

Technical Assistance was provided on Soil testing, farm planning, planting schedules, pruning, poultry, HPAI, FSMA, Ag districts, ag assessment, fertilizer and lime recommendations, spreading calculations, starting a farm business, farming regulations, business structures, invasive species, starting seeds, soil testing, insect identification, fungal diseases on trees. 60 total Hours of Technical Assistance.

PAST WORKSHOPS

High Tunnel Production at Sprouting Dreams – May 8th 5:30-7:30pm. 19 registered. Eugene Thalmann, owner of Sprouting Dreams Farm, toured his farm property to take a look at how he is using high tunnels on his farm. Attendees learned about construction, equipment, site selection, and tips of growing in a high tunnel.

Writing a Farm Food Safety Plan Webinar – May 22nd 1-2pm. 8 registered. This webinar taught attendees how to write a produce safety plan for their farm, helped them learn how to create standard operating procedures (SOP's) and recordkeeping strategies that will help them fulfill the reporting requirements of the Food Safety Modernization Act (FSMA) Produce Safety Rule.

Farmworker Health and Hygiene Training Webinar – May 27th 6-7pm. 10 registered. CCE Staff presented on the principles of food hygiene and food safety, importance of health and personal hygiene, including recognizing symptoms of a health condition that could result in direct or indirect contamination of produce and other standards in the FSMA that are relevant to the farm worker's job.

Farmers Market Panel- May 29th , 6-7:30. 13 registered. Participants heard from a panel of farmers' market vendors and farmers' market managers on how to get started, increasing sales and navigating challenges in direct-to-consumer sales. The panelists shared their experiences, challenges, and best practices related to farmers' market sales, pricing strategies, customer engagement, and market policies. Afterwards, folks had the opportunity to ask direct questions to panelists and received tailored advice.

UPCOMING WORKSHOPS for June

Produce Washing and Packing Facility Tour- June 3rd from 10-12pm. Join us for a tour at Berry Brook Farm, Hamden, NY, featuring their certified organic vegetable operation. The tour will highlight the process of efficiently delivering quality vegetables to market from harvest through a demonstration of the processes utilized in their wash and pack facility.

Farmer Mixer at Little Pebble Farm - June 10th from 5-7pm. Join us at Little Pebble Farm for great conversation and community with seasoned, beginner, and aspiring farmers in our region! This is a potluck, please bring food and drinks to share.

Gardening 101 Series – Part 2 - June 11 from 6 - 7pm. Hands on gardening workshop to cover seed sowing, transplanting, starting a garden at home. Taught by Katie Gasior, Horticulture program educator.

FARMLAND PRESERVATION:

Number of Municipal 239 Review's: 2

Ag Assessment Technical Assistance: 15

Ag District Technical Assistance: 16

2025 Ag District 30 Day Window: CCE staff and the County Ag Board reviewed the Ag Districts applications and conducted site visits. A report has been created for the legislature with their recommendations.

Right to Farm Project:

CCE Sullivan recently picked up "Right to Farm" road signs that were created by the County DWP and supported through the County Planning Dept. The signs are put up in different municipalities that have Right to Farm protections written into their code. We are in the process of distributing the signs to the different municipalities throughout the town.



County-Wide Farmland Preservation Project (and Report from OCLT)

CCE and the OCLT have scheduled 3 presentations:

- **1st Municipal forum** – May 28th in Livingston Manor – Farm Friendly Zoning & Community Preservation
- **1st Farmer Forum** – June 4th at CCE SC - Farm Easements 101 & How to apply to NYS Farmland Preservation Implementation Grants
- **2nd Municipal Forum**- August 6th - Farm Friendly Zoning & Community Preservation Act

CCE and OCLT held our 1st Municipal forum in Livingston Manor at the Town Hall. 30 + attendees from across Sullivan County attended. Great discussion followed the presentation and all were grateful to the County, its

Ag Board and CCE for this effort. Follow up with one-on-one meetings were offered to further help their communities.

OCLT Deliverables:

- Fielded several farm owner inquiries regarding preserving their farms.
- Provided an "intake form" to CCE SC to be used to process farm owner preservation inquiries for review and ranking by the SC Ag Board.
- Met with Sullivan 180 representatives to look to share our mission and look for possible ways to collaborate to advance both our goals & objectives for the betterment of Sullivan County.
- Finalized several PowerPoint presentations customized to Sullivan County that will help advance our efforts to increase farmland preservation.





Sullivan County

Legislative Memorandum

100 North Street
Monticello, NY 12701

File #: ID-7569

Agenda Date: 7/10/2025

Agenda #: 2.

Division of Community Resources Monthly Report

July 2025

Office for the Aging May 2025

Monthly Accomplishments

OFA Director:

- Sullivan Volunteers Advisory Council moving forward with recognition event planning.
- Four Year Plan approved and NGA's (Notice of Grant Awards) received on May 14, 2025.
- Monthly Hoot direct subscribers over 900.
- Met with new Executive Director of Human Rights to discuss potential collaborations for older adults in Sullivan County.
- Continued advocacy efforts regarding proposed Federal funding changes to OAA (Older American's Act) as it impacts core services.
- Participation in Sullivan County Public Health Services Home Care Advisory Council.
- Review and continued information contributed to final AmeriCorps Progress Report for RSVP.
- Older New Yorker's Day event held at Crown Plaza Albany.
- Volunteer Fair held at Cornell Cooperative on May 17th, with great opportunity to showcase our partner organizations.
- Working closely with County Attorney, Risk Management, and County Manager's Office to have framework of new volunteer initiative ironed out.
- Case Managers and Aging Services Specialists provided 43 home visits for assessments, reassessments, application assistance and follow up visits.
- 19 applications for SNAP, Medicaid, Medicare Savings Program and Temporary Assistance completed.

Sullivan Volunteers:

- Completed final Progress Report for AmeriCorps grant closeout.
- Participated in Water Safety Day representing OFA.
- Coordinated the Volunteer Fair on May 17th
- Attended Older NYers Day in Albany.
- 7 new volunteers registered and 1 former volunteer reactivated.
- Created material for Volunteer Drivers class to be held in June.
- Volunteers provided 64 rides for medical appointments.
- 1,220 hours volunteered in May with a value of \$45,494 according to IndependentSector.org

Nutrition:

	Units:	Clients:	Contributions:
Homebound:	2,314	115	\$2,194.00
Congregate served at home:	22	1	
Congregate served at sites:	581	93	\$575.30
TOTALS:	2,916	209	\$2,769.30

- Nutrition had four new starts for Home Delivered Meals.
- Great success with Public Health Department's Spring Fitness program.
- Farmers Market coupons booklets due in early July.

Transportation:

- 115 SCT (Sullivan County Transportation) Medical Trips
- 187 SCT Shopping Trips
- 64 Sullivan Volunteers Medical Trips
- 51 Congregate Nutrition Site Transportation

HEAP:

- No applications received for May.
- 6 calls regarding cooling & clean & tune.

Legal referrals: 4 individuals/families received legal assistance through Rural Law Center of NY.

Caregiver Resource Center (CRC) at Cornell Cooperative Extension (CCE)**Information & Assistance calls:**

April: 42

May: 22

A media campaign for the Caregiver Resource Center ran on WJFF for the month of May.

Caregiver Café' Support Group (In person):

1st Monday at 10am at CCE Sullivan

May 5, June 2, July 7, no Aug mtg

Virtual Caregiver Support Group (zoom):

Scheduled 3rd Wednesday each month 6-7pm

May 21, June 18, July 16

Parkinson's Support group

3rd Wednesday each month April through November from 4-5:30 at CCE Sullivan

Caregiver Support Group for Families of Veterans

Held the 1st Wednesday each month from 4-5pm @ATI at 309 E. Broadway, Monticello

Advance registration is required www.sullivanccce.org/events or by calling 292-6180 x 122

Bone Builders (Osteoporosis prevention). Finished May 22.

March 27-May 22, 2025

Fall registration is now available for Thursday classes beginning September 18 through November 20 from 11-12pm.

Tai Chi for Arthritis & Falls Prevention – Tai Chi Tuesdays finished on May 6, 2025

17 people registered and 83% of the seniors completed the majority of classes. Another series is being planned for fall from September 9 through October 28, 10-11am.

Space is limited, register at www.sullivanccce.org/events or call to be put on our waiting list for notifications.

(WISE) -Wellness Initiative for Senior Education- free lunch provided!

May 5 to June 16 postponed to a later starting date. Call to be put on the list!

This is a 6-week evidence-based program with a different wellness topic each week to enhance awareness of senior health and well-being.

The WISE program is a collaboration between the Caregiver Resource Center and SALT at CCE Sullivan through Community & Economic Vitality, and is supported in part by grant funding from New York State, Department of Health and Human Services (HHS), and Substance Abuse and Mental Health Services Administration (SAMHSA)

Note: Alzheimer's Association workshops, including [The Empowered Caregiver Series](#) will be offered in person by the Caregiver Resource Center to interested community groups on request in the summer and fall. Stay informed for upcoming dates in surrounding communities and libraries by checking www.sullivanccce.org/events.

Workshop topics in the series include:

- Building Foundations of Caregiving
- Supporting Independence
- Communicating Effectively
- Responding to dementia-related behaviors
- Exploring Care and support services.

Additional workshops:

- Healthy Living Healthy Brain
- 10 Warning Signs of Alzheimer's & Dementia

- Planning- legal and financial issues for caregivers and their families (tentative: July 15)
 - Keep an eye on our events page at www.sullivanccce.org/events or call us at 845-292-6180 x 122

NY Connects:

- 165 served in May

HIICAP (Health Insurance Information Counseling Assistance Program):

- 36 clients served in May

PERS (Personal Emergency Response System):

- 25 clients currently receive PERS through CSE, EISEP & IIIE funding.

EISEP (Expanded In Home Services for Elderly Program):

Casefiles open as of 5/31/25	32
Casefiles closed	3
Waitlist	11
Hours Authorized for the month of May	1,522.00
Actual hours provided in May	1,328.25

Sullivan County Youth Bureau:

- Attended Emergency Services Youth Academy meeting.
- Presentation to OCFS/counties about SC Youth Bureau marketing strategies.
- Attended ANYSYB Youth Bureau monthly meeting.
- Attended CCE Advisory Board Meeting.
- Scanning project of archived documentation for Youth Bureau almost completed.
- Facilitated discussion with youth at the Warrior Teens Program, held at HPAC through Sullivan 180.
- Met with Administration of Fallsburg Central School-presentation about Youth Bureau.
- Youth Bureau Facebook posts lead to 2,790 views, 1,926 reaches and 25 interactions in March. This is an increase of 899 views, 750 reaches and 8 interactions from the month of April. Views are how many times people looked at the post, reaches mean how many times it was shared and interactions are the amount of likes or reactions.

Community Assistance Center (CAC)

- ✓ Through our partnership with the Hudson Valley Food Bank, we average 20 food pantries who attend our monthly food distributions at the Transportation building.
- ✓ There are three (3) food distribution days per month.
- ✓ The team continues to provide referral and assistance to callers looking information and/or resources.
- ✓ The CAC has seen an increase in requests for emergency food assistance deliveries as well as connections to community resources.
- ✓ Support HV Food Bank monthly mobile pantry efforts in town of Freemont.

Transportation

Sullivan County Transportation Department:

Month 2025	Veterans Medical Centers	Veterans In- County Medical	Senior Medicals	Shopping Buses	Seniors to Congregate Sites	Meals Delivered
January	40	31	101	160	32	467
February	37	20	89	132	26	497
March	41	35	121	177	53	618
April	48	32	123	182	60	641
May	39	16	116	187	41	583
June						
July						
August						
September						
October						
November						
December						

Move Sullivan Public Transit:

Move Sullivan 2025	Average Daily Ridership	Monthly Ridership	Monthly Paratransit
January	480 (21 days)	10,073	245
February	521 (18 days)	9,381	272
March	557 (21 days)	11,686	292
1st Quarter Totals		31,140	809
April	599 (22 days)	13,176	365
May	558 (21 days)	11,715	332
June			
2nd Quarter Totals			
July			
August			
September			
3rd Quarter Totals			
October			
November			
December			
4th Quarter Totals			
Annual Totals			



Sullivan County

Legislative Memorandum

100 North Street
Monticello, NY 12701

File #: ID-7577

Agenda Date: 7/10/2025

Agenda #: 1.

APPLICATION
Sullivan County New Rental Construction Program

PROGRAM DESCRIPTION

Program Overview

The new rental housing construction program provides grant funding towards the creation of new affordable rental housing in Sullivan County. This program will provide funding for the creation of new affordable housing units via new construction or adaptive reuse of non-residential structures. The goal of this program is to increase the supply of quality rental housing stock that is affordable for low- and moderate-income Sullivan County residents. For additional program details see the Notice of Funding Availability (NOFA).

Eligibility

Eligible applicants are developers with affordable housing experience and a demonstrated capacity to successfully develop affordable housing in New York State. Eligible projects include new construction or adaptive reuse developments that create new affordable rental housing units in Sullivan County. Developments may be completely affordable, or a mix of affordable and market rate; however, funding from this program may only go towards affordable units.

Affordability Requirements

Projects that receive funding from this program will be subject to a 30-year term of affordability commencing upon the completion of the project. To be considered affordable for the purposes of this program, a unit must be rented at a price that is affordable to a household earning 60% of Sullivan County AMI or less. Higher maximum per-unit award amounts are available for creating units with deeper levels of affordability. In these affordable units, rent cannot exceed 30% of a household's monthly income.

SUBMISSION INSTRUCTIONS

Submit this completed application and the Required Submission Documents (page 6) to:

Sullivan County Division of Planning, Community Development and Environmental Management
County Government Center
100 North Street, PO Box 5012
Monticello, NY 12701

For questions about this program contact: planning@sullivanny.gov

APPLICATION
Sullivan County New Rental Construction Program

PART I. PROPERTY INFORMATION

Property address:	
Project name:	
Type of ownership structure (e.g. partnership, LLC, etc.):	
Name of ownership entity:	

PART II. APPLICANT INFORMATION

Applicant name:	
Applicant address:	
Applicant phone number:	
Applicant email:	
Is the Applicant the primary contact for this project?	<input type="checkbox"/> Yes <input type="checkbox"/> No <i>(If No, skip to PART IV)</i>
Primary contact name:	
Primary contact address:	
Primary contact phone number:	
Primary contact email:	

APPLICATION
Sullivan County New Rental Construction Program

PART III. PROJECT DESCRIPTION

Provide an overall description of the project that includes the proposed total number of units, type of units (e.g. efficiency, 1-BR, 2br, etc.), and a breakdown of which units will be affordable and at what level of affordability.

APPLICATION
Sullivan County New Rental Construction Program

Describe the design details of the project including things like construction materials, finish, landscaping, community amenities, ADA accessibility, and universal design standards.

Describe how the project consistent with county and local comprehensive plans and other relevant planning documents and regulations. Include a discussion of how the project is consistent with the local zoning code and whether any variances will be required.

APPLICATION
Sullivan County New Rental Construction Program

Describe the current status of the project including what approvals have been secured, if any.

PART IV. AFFORDABILITY

Describe the plan for ensuring that the project adheres to the Affordability Requirement of this program for at least 30 years. Include discussion of income monitoring, income verification, and marketing plans to reach local income-eligible residents.

APPLICATION
Sullivan County New Rental Construction Program

PART V. FINANCIAL INFORMATION

Provide a development budget with a detailed breakdown of spending categories. If there is no development budget yet, provide an estimated budget with as much detail as possible.

APPLICATION
Sullivan County New Rental Construction Program

Provide a detailed list of all funding sources for this project. For each funding stream, provide the source, type of funding, and amount.

APPLICATION
Sullivan County New Rental Construction Program

Describe how the funding requested from this program will impact the project (e.g. will this project be financially infeasible without the requested funds? Will the requested funds allow the project to include more affordable units or units at a deeper level of affordability?).

APPLICATION
Sullivan County New Rental Construction Program

Provide a detailed operating budget for the project that includes a cash flow analysis showing estimated income, expenses, and operating income over a 10-year time period.

Sullivan County New Rental Construction Program

Provide the name and qualifications of each member of the development team (e.g. primary developer, construction contractors, and other relevant development partners).

APPLICATION
Sullivan County New Rental Construction Program

Experience

For each member of the development team describe up to three recent development projects they worked on and their role in each project. Include experience that demonstrates the ability to successfully develop affordable housing.

APPLICATION
Sullivan County New Rental Construction Program

Required Submission Documents

All applicants:

- Resumes of development team
- Evidence of site control / ownership

Private developers:

- Most recent federal tax returns
- Statement of financial position
- List of organization's principals

Nonprofit developers:

- Articles of incorporation
- Most recent financial statement
- List of organization's board of directors

APPLICATION
Sullivan County New Rental Construction Program

APPLICANT CERTIFICATIONS

The undersigned hereby submits an application to the Sullivan County New Rental Construction Program as described in the Program Description on Page 1 of this application.

The undersigned certifies that projects that receive funding from the Sullivan County New Rental Construction Program will be operated in accordance with the Program’s Affordability Requirements.

The undersigned acknowledges that failure to comply with the Sullivan County New Rental Construction Program requirements may result in the retraction of all funds disbursed to the property owner by Sullivan County under this Program.

The undersigned certifies that they, in accordance with Title VIII of the Civil Rights Act of 1968 (Fair Housing Act), will not discriminate against any tenant based on basis race, color, religion, sex, familial status, national origin, or disability.

The undersigned certifies that to the best of their knowledge, all information in this application is true, accurate, and complete.

Applicant Name (Print)

Applicant Name (Print)

Applicant Signature Date

Applicant Signature Date

APPLICATION
Sullivan County New Rental Construction Program

Required Submission Documents

Copy of valid photo ID

Copy of deed to the property

Copy of a recent mortgage statement

Copy of property insurance coverage

Copy of organizational documents (if applicable)

Sullivan County Rental Rehabilitation Program

Evaluation Criteria

Developer Experience (Maximum 20 points)

- Applicant has experience developing affordable housing
- Applicant has experience securing other funding sources to develop affordable housing
- Applicant is familiar with the regulatory environment in New York State
- Applicant has a good track record, are in good standing with local governments and up to date on all applicable taxes

Project Feasibility / Readiness (Maximum 20 points)

- Applicant can demonstrate site control
- Applicant provides detailed project design and budgeting plan
- Applicant has secured all of the necessary funding to complete the project
- Project adheres to local zoning regulations and does not require a zoning variance; OR a zoning variance has been secured from the Zoning Board of Appeals of the municipality with jurisdiction.

Project Design (Maximum 20 points)

- Project design is of appropriate scale and scope and fits the context of the site and adjacent land uses
- Project incorporates energy efficient building materials and design
- Project incorporates universal design standards and/or other accessibility considerations
- Project provides public amenities

Affordability (Maximum 20 points)

- Project provides affordable units that target households earning less than program minimum of 60% AMI
- Applicant provides a detailed plan for ensuring that the affordable units remain affordable for at least 30 years
- Project provides a mix of housing options with units of varying size and affordability.

Alignment with Sullivan County Goals (Maximum 20 points)

- Improves and/or increases housing stock for Sullivan County residents at varying levels of affordability, with a focus on households at or below 60% of Annual Median Income (AMI) levels. *Greater affordability will result in award of a greater number of points in this category, for example, units that reach 30-50% of AMI.*
- Aligns with the goals of the Sullivan County Comprehensive Plan.

APPLICATION
Sullivan County Rental Rehabilitation Program

PROGRAM DESCRIPTION

Program Overview

The Sullivan County Rental Rehabilitation Program provides funding to eligible landlords in Sullivan County to repair and improve rental housing. The goals of this program are to improve the quality of rental housing, prevent the loss of rental units to dilapidation, and provide safe rental housing that is affordable for low- and moderate-income Sullivan County residents. In exchange for County funds, participating property owners will enter into a binding agreement to rent the units at an affordable rate (no more than 30% of household income) to tenants with a household income of 80% AMI or less. For additional program details refer to the Notice of Funding Availability (NOFA).

Eligibility

Eligible applicants are owners of residential rental property in Sullivan County that are up to date on utility payments, mortgage payments, and property taxes. Eligible rehabilitation activities are primarily non-cosmetic improvements that improve the quality of rental units. Proposed rehabilitation activities will be evaluated on a case-by-case basis. Priority will be given to projects that mitigate environmental and safety concerns, improve accessibility, or increase energy efficiency.

Affordability Requirements

Participating property owners will enter into an 8-year term of affordability commencing upon the completion of the eligible rehabilitation work. During this term of affordability, impacted rental units must be provided at an affordable rent. Affordable rent is defined as rent that does not exceed 30% of the household's monthly income.

Participating property owners must rent to tenants with a household income that is 80% of Area Median Income (AMI) or less. AMI is defined annually by the US Department of Housing and Urban Development (HUD). Property owners may be eligible for higher funding awards for agreeing to rent to tenants with a household income lower than 80% AMI.

During the 8-year term of affordability, household income of *existing* tenants may rise above the agreed upon AMI with no penalty. However, rent must remain at a rate that is affordable for the agreed upon target AMI regardless of changes in tenant income.

SUBMISSION INSTRUCTIONS

Submit this completed application and the Required Submission Documents (page 6) to:

Sullivan County Division of Planning, Community Development and Environmental Management
County Government Center
100 North Street, PO Box 5012
Monticello, NY 12701

For questions about this program contact: planning@sullivanny.gov

APPLICATION
Sullivan County Rental Rehabilitation Program

PART I. PROPERTY INFORMATION

Property address:	
Property type:	<input type="checkbox"/> Single family <input type="checkbox"/> Multi family
Are any units on the property owner-occupied?	<input type="checkbox"/> Yes <input type="checkbox"/> No

PART II. OWNERSHIP STRUCTURE

Is the property owned by an individual person or persons?	<input type="checkbox"/> Yes <input type="checkbox"/> No <i>(If Yes, skip to PART III)</i>
Type of ownership structure (e.g. partnership, LLC, etc.):	
Name of ownership entity:	
EIN #:	

PART III. OWNER INFORMATION

Owner name:	
Owner address:	
Owner phone number:	
Owner email:	
Are there any other property owners?	<input type="checkbox"/> Yes <input type="checkbox"/> No <i>(If No, skip to PART IV)</i>
Additional owner name(s):	
Additional owner address(es):	
Additional owner phone number(s):	
Additional owner email(s):	

APPLICATION
Sullivan County Rental Rehabilitation Program

PART IV. FINANCIAL INFORMATION

Name of mortgage holder (if applicable):	
Address of mortgage holder (if applicable):	
Up to date on all mortgage payments on the property?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Up to date on all municipal taxes levied on the property?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Up to date on all state and federal taxes levied on the property?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Have any of the property owners filed for bankruptcy in the last 10 years?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Property Insurance?	<input type="checkbox"/> Yes <input type="checkbox"/> No

PART V. TENANT INFORMATION

Unit / Apartment Number	Number of Bedrooms	Monthly Rent (\$)	Utilities Included in Rent? (Y/N)	Name of Occupant(s) or Vacant	Phone Number of Occupant(s)

APPLICATION
Sullivan County Rental Rehabilitation Program

PART VI. PROPOSED REHABILITATION WORK

Describe the proposed rehabilitation work. If multiple rental units are included in the project, please specify which elements of the proposed rehabilitation apply to each unit. If rehabilitation includes a shared asset (e.g. replacing a staircase that provides access to multiple units) please specify which units are impacted.

Estimated total project cost:

APPLICATION
Sullivan County Rental Rehabilitation Program

Required Submission Documents

Copy of valid photo ID

Copy of deed to the property

Copy of a recent mortgage statement

Copy of property insurance coverage

Copy of organizational documents (if applicable)

APPLICATION
Sullivan County Rental Rehabilitation Program

APPLICANT CERTIFICATIONS

The undersigned hereby submits this application to the Sullivan County Rental Rehabilitation Program as described in the Program Description on Page 1 of this application.

The undersigned certifies that residential rental units improved by the Sullivan County Rental Rehabilitation Program will be rented in accordance with the Program's Affordability Requirements.

The undersigned acknowledges that failure to comply with the Sullivan County Rental Rehabilitation Program requirements may result in the retraction of all funds disbursed to the property owner by Sullivan County under this Program.

The undersigned certifies that they, in accordance with Title VIII of the Civil Rights Act of 1968 (Fair Housing Act), will not discriminate against any tenant based on basis race, color, religion, sex, familial status, national origin, or disability.

The undersigned certifies that to the best of their knowledge, all information in this application is true, accurate, and complete.

Applicant Name (Print)

Applicant Name (Print)

Applicant Signature

Date

Applicant Signature

Date

Sullivan County Rental Rehabilitation Program

Evaluation Criteria

Rehabilitation Activity (Maximum 20 points)

- Addresses a demonstrable deficiency or issue in the existing rental unit(s)
- Addresses structural or environmental safety concerns, improves accessibility, and/or improves energy efficiency
- Is not primarily a cosmetic improvement

Project Feasibility (Maximum 20 points)

- Feasible scale and scope for the property
- Adheres to local zoning regulations and does not require a zoning variance; OR a zoning variance has been secured from the Zoning Board of Appeals of the municipality with jurisdiction
- Applicant(s) are in good standing with local governments and up to date on all applicable taxes
- Applicant demonstrates financial ability to complete the project

Housing Stock Impact (Maximum 20 points)

- Helps bring vacant units back online and into the active housing stock.
- Helps maintain a housing unit that is at risk of falling out of the housing stock due to dilapidation
- Addresses an existing or potential building code violation.

Tenant Impact (Maximum 20 points)

**If unit(s) are vacant, the maximum 20 points will be awarded.*

- Will not cause existing tenants to be displaced from their residence; OR accommodations for displaced tenants have been identified and will be provided at no additional cost to the tenants beyond current monthly rent payments
- Includes a plan for mitigating the impact on tenants during rehabilitation work.

Alignment with Sullivan County Goals (Maximum 20 points)

- Improves and/or increases housing stock for Sullivan County residents at varying levels of affordability, with a focus on households at or below 80% of Annual Median Income (AMI) levels. *Greater affordability will result in award of a greater number of points in this category, for example, units that reach 30-50% of AMI.*
- Aligns with the goals of the Sullivan County Comprehensive Plan.

Sullivan County

Legislative Memorandum

File #: ID-7552

Agenda Date: 7/10/2025

Agenda #: 1.

Narrative of Resolution:

**INTRODUCED BY THE PLANNING AND COMMUNITY RESOURCES COMMITTEE
TO ABOLISH THE RSVP ADVISORY COUNCIL AND AUTHORIZE CONVERSION OF EXISTING
COUNCIL FUNDS TO SUPPORT THE SULLIVAN VOLUNTEERS FUNDRAISING COMMITTEE**

If Resolution requires expenditure of County Funds, provide the following information:

Amount to be authorized by Resolution: N/A

Are funds already budgeted? Choose an item.

If 'Yes,' specify appropriation code(s): Click or tap here to enter text.

If 'No,' specify proposed source of funds: Click or tap here to enter text.

Specify Compliance with Procurement Procedures:

WHEREAS, the Sullivan County Office for the Aging ("SCOFA") previously operated the federally funded Retired Senior Volunteer Program (RSVP) under the Corporation for National and Community Service (CNCS) / AmeriCorps Seniors; and

WHEREAS, as part of that federally funded program, SCOFA maintained an RSVP Advisory Council to provide guidance, support fundraising, and ensure community representation in program operations as required by federal RSVP regulations; and

WHEREAS, the nine (9) member RSVP Advisory Council was established by Resolution No. 26 of 1974 adopted on February 11, 1974; and

WHEREAS, with the conclusion of federal RSVP funding on May 7, 2025, and the County's transition to a locally-administered senior volunteer initiative, the formal federal mandate for the RSVP Advisory Council is no longer in effect; and

WHEREAS, the Advisory Council members have expressed their desire to continue supporting the Sullivan County senior volunteer program through fundraising and community engagement activities in an informal and voluntary capacity; and

WHEREAS, the Advisory Council currently maintains a bank account under the name "RSVP Advisory Council" to manage donations and funds used in support of volunteer activities, which funds were raised privately and are not County assets; and

WHEREAS, in order to reflect the new structure and to maintain continuity of community support, the Advisory Council seeks to rename this account and operate henceforth as the "Sullivan Volunteers Fundraising Committee," an independent support group aligned with SCOFA's new volunteer program;

NOW, THEREFORE, BE IT RESOLVED, that the Sullivan County Legislature hereby formally abolishes

the RSVP Advisory Council, effective June 1, 2025; and

BE IT FURTHER RESOLVED, that the group formerly known as the RSVP Advisory Council is hereby authorized to convert the title of its privately held bank account to “Sullivan Volunteers Fundraising Committee”; and

BE IT FURTHER RESOLVED, that while no longer an official advisory body to the County, the Sullivan Volunteers Fundraising Committee may continue to coordinate with the Sullivan County Office for the Aging in a voluntary, independent, and supportive capacity; and

BE IT FURTHER RESOLVED, that this resolution shall take effect immediately.



Sullivan County
Legislative Memorandum

100 North Street
Monticello, NY 12701

File #: ID-7572

Agenda Date: 7/10/2025

Agenda #: 2.

Narrative of Resolution:

RESOLUTION INTRODUCED BY THE PLANNING AND COMMUNITY RESOURCES COMMITTEE TO AUTHORIZE A MODIFICATION OF RESOLUTION NUMBER 268-25 ADOPTED ON JUNE 19, 2025 TO RE-ALLOCATE YOUTH BUREAU FUNDS.

If Resolution requires expenditure of County Funds, provide the following information:

Amount to be authorized by Resolution:

Are funds already budgeted? Yes

If 'Yes,' specify appropriation code(s): N/A

If 'No,' specify proposed source of funds: N/A

Specify Compliance with Procurement Procedures:

WHEREAS, Resolution #268-25 was approved by the Sullivan County Legislature on June 19, 2025, for the County of Sullivan to allocate County funds to eligible community entities for youth programing; and

WHEREAS, a modification to this resolution is required to reallocate funding in the amount of \$4,000.00 from the Sullivan County Youth Baseball & Softball to the Town of Fallsburg-Swim Program for \$2,000.00 and the Town of Fallsburg-Kartrite Trip for \$2,000.00, and

WHEREAS, this transfer will increase Town of Fallsburg-Swim Program to \$3,500.00 from \$1,500.00 and Town of Fallsburg-Kartrite Trip from 0.00 to \$2,000.00.

NOW, THEREFORE, BE IT RESOLVED, the Sullivan County Legislature authorizes the modification of said contracts to reflect reallocation of funds to Town of Fallsburg, and

BE IT FURTHER RESOLVED, that the County Manager be and hereby is authorized to execute any and all agreements, in such form as the County Attorney shall approve.

Sullivan County

Legislative Memorandum

File #: ID-7573

Agenda Date: 7/10/2025

Agenda #: 3.

Narrative of Resolution:

Resolution introduced by the Planning and Community Resources Committee to authorize an application for funding to write a County Comprehensive Plan.

If Resolution requires expenditure of County Funds, provide the following information:

Amount to be authorized by Resolution: \$300,000

Are funds already budgeted? Yes

If 'Yes,' specify appropriation code(s): 8020-90-47-4763

If 'No,' specify proposed source of funds: Click or tap here to enter text.

Specify Compliance with Procurement Procedures:

WHEREAS, the New York State Department of State (NYS DOS) solicits applications through the 2025 New York State Consolidated Funding Application (CFA) under the Environmental Protection Fund Smart Growth Community Planning Program (Smart Growth Program) from eligible towns, villages, cities, counties, regional planning entities, and not-for-profit organizations to advance the preparation and adoption of different plans and zoning changes; and

WHEREAS, the Smart Growth Program encourages municipalities to prepare and locally adopt comprehensive plans that integrate smart growth principles pursuant to General Municipal Law §239-D; and

WHEREAS, Comprehensive plans are recommended to be updated every five years; and

WHEREAS, Sullivan County (County) currently does not have an up-to-date Comprehensive Plan, with the most recent plan being completed in 2005; and

WHEREAS, Sullivan County Division of Planning, Community Development and Environmental Management (Planning) staff are currently engaged in multiple planning initiatives which will contribute to the development of a County Comprehensive Plan; and

WHEREAS, Planning intends to apply to the 2025 NYS DOS Smart Growth Program for the funding of a Comprehensive Plan with a total project cost of \$300,000; and

WHEREAS, the State of New York will match up to 90% of the project cost with a County match of a minimum of 10%.

NOW, THEREFORE BE IT RESOLVED, the Sullivan County Legislature hereby authorizes the County Manager, Chairman of the County Legislature, and/or their authorized representative (as required by the funding source) to execute any and all necessary documents to submit an application to the New York State Department of State Smart Growth Program for the preparation of a Countywide Comprehensive Plan for funding of up to \$270,000; and

BE IT FURTHER RESOLVED, that the Sullivan County Legislature hereby authorizes the County Manager, and/or Chairman of the County Legislature to accept the award, and execute any and all documents required to administer the funding

secured, in such form as the County Attorney shall approve; and

BE IT FURTHER RESOLVED, that should the NYS DOS Smart Growth program funding be terminated, the County shall not be obligated to continue any action undertaken by the use of this funding.



Sullivan County

Legislative Memorandum

100 North Street
Monticello, NY 12701

File #: ID-7578

Agenda Date: 7/10/2025

Agenda #: 4.

Narrative of Resolution:

Modify a contract with Fisher Associates for design and engineering services at the D & H Canal Linear Park.

If Resolution requires expenditure of County Funds, provide the following information:

Amount to be authorized by Resolution: \$50,000

Are funds already budgeted? Yes

If 'Yes,' specify appropriation code(s): A-7110-83-40-4006

If 'No,' specify proposed source of funds: Click or tap here to enter text.

Specify Compliance with Procurement Procedures:

RESOLUTION INTRODUCED BY THE PLANNING AND COMMUNITY RESOURCE COMMITTEE TO AUTHORIZE THE MODIFICATION OF A CONTRACT WITH FISHER ASSOCIATES FOR DESIGN AND ENGINEERING SERVICES

WHEREAS, pursuant to Resolution No. 10-23, Fisher Associates, P.E., L.S., L.A., D.P.C. was awarded a contract in accordance with #R-22-33 for a term of three years, to assist with design engineering and permitting services for existing Sullivan County parks including Lake Superior State Parks, D&H Canal Linear Park and Interpretive Center, Stone Arch Bridge Historical Park, Minisink Battleground Park, Livingston Manor Covered Bridge Park, Fort Delaware Museum of Colonial History, and the Sullivan County Cultural Center (Museum); and

WHEREAS, resolution 249-23 authorized funding to support this agreement in an amount not to exceed \$65,000 for design and engineering services at Lake Superior State Park; and

WHEREAS, resolution 308-23 authorized funding in the amount of \$75,000.00 to add design, engineering and permitting services related to the development of a 38-acre parcel in the Town of Delaware, located along the Delaware River (future Callicoon Park); and

WHEREAS, resolution 171-24 authorized funding in the amount of \$105,460.00 for survey work, wetland delineation, design, engineering and permitting related to the development of a 38-acre parcel in the Town of Delaware, located along the Delaware River (future Callicoon Park); and

WHEREAS, resolution 400-24 authorized funding in the amount of \$15,000.00 for developing project specific scopes of services for various County-owned and/or operated facilities; and

WHEREAS, resolution 111-25 authorized funding in the amount of \$50,000.00 for developing project specific scopes of services, design, engineering and permitting services for various projects within County-owned and/or operated facilities; and

WHEREAS, together with resolution 111-25, Sullivan County (“County”) wishes to authorize \$50,000.00 to complete design, engineering and permitting services only for D&H Canal Linear Park trail improvements and trail flooding mitigation project of increasing the total amount not to exceed to \$100,000.00 and the total funding authorized for this contract for Fisher Associates, L.S., L.A., D.P.C to \$360,460.00 including previously authorized work.

NOW, THEREFORE, BE IT RESOLVED, that the Sullivan County Legislature authorizes the County Manager to execute a modification to the original agreement in such form to be approved by the Sullivan County Attorney, with Fisher Associates, P.E., L.S., L.A., D.P.C. to include additional funding to support the agreement in an amount not to exceed \$50,000.00 for design, engineering and permitting services for D&H Canal Linear Park for trail improvements and trail flooding mitigation, in accordance with the Fee Schedule included in the original contract.

Sullivan County

Legislative Memorandum

File #: ID-7581

Agenda Date: 7/10/2025

Agenda #: 5.

Narrative of Resolution:

To authorize execution of an Information Sharing Agreement with the U.S. Department of Homeland Security / Federal Emergency Management Agency, Federal Insurance and Mitigation Administration (DHS/FEMA/FIMA) to review National Flood Insurance Program (NFIP) policy and/or claims information to assist with the update to the Sullivan County All Hazard Mitigation Plan at no cost to the County, and to designate Tetra Tech as the required third party to be granted access for the purpose of updating the plan.

If Resolution requires expenditure of County Funds, provide the following information:

Amount to be authorized by Resolution: N/A

Are funds already budgeted? Choose an item.

If 'Yes,' specify appropriation code(s): Click or tap here to enter text.

If 'No,' specify proposed source of funds: Click or tap here to enter text.

Specify Compliance with Procurement Procedures:

RESOLUTION INTRODUCED BY PLANNING AND COMMUNITY RESOURCES COMMITTEE TO AUTHORIZE THE COUNTY MANAGER TO ENTER INTO AN INFORMATION SHARING ACCESS AGREEMENT WITH THE DEPARTMENT OF HOMELAND SECURITY/FEDERAL EMERGENCY MANAGEMENT AGENCY (DHS/FEMA) FEDERAL INSURANCE AND MITIGATION ADMINISTRATION (FIMA)

WHEREAS, the County of Sullivan ("County"), through the Division of Planning, Community Development & Environmental Management is required to enter into an Information Sharing Access Agreement ("ISAA") with the U.S. Department of Homeland Security/Federal Emergency Management Agency, Federal Insurance and Mitigation Administration (DHS/FEMA/FIMA) to review National Flood Insurance Program (NFIP) policy and/or claims information to assist with the update to the Sullivan County All Hazard Mitigation Plan ("Plan"), at no cost to the County; and

WHEREAS, the DHS/FEMA/FIMA requires that the County designate third party access for the data, such as consultants and/or vendors the County is working with to update the Plan; and

WHEREAS, Tetra Tech Inc., will be listed as a third party for access to this data, as they are the consultant selected by the County to update the Plan.

NOW, THEREFORE, BE IT RESOLVED, that the County Manager is hereby authorized to enter into a ISAA with DHS/FEMA/FIMA, in such form as shall be approved by the County Attorney; and

BE IT FURTHER RESOLVED, that the ISAA shall terminate three years from the effective date of the agreement; and

BE IT FURTHER RESOLVED, that Tetra Tech Inc., is designated as a third party on the agreement.

